

**MAINE MUNICIPAL TAX COLLECTORS' AND TREASURERS' ASSOCIATION  
CERTIFICATION GUIDE AND INSTRUCTIONS**

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[www.mmtcta.org](http://www.mmtcta.org)

**Certification Guidelines and Requirements**

*When a tax collector or treasurer is appointed or elected, one goal should be to become certified under the MMTCTA guidelines. To become certified, an applicant must complete the mandatory classes, complete the optional training, and attend the MMTCTA Annual Conference for three years. Once all of these objectives have been met, then an applicant may submit a completed application along with proof of the courses (attach all certificates). All the courses and training must be taken within five years of the date of the application. This same certification program can be used by other public employees who do not hold the title of tax collector or treasurer (see the information on associate's certificate below).*

**Types of Certification Programs**

**1. Tax Collector/Treasurer Certificate**

*There is a separate application process and course requirements for each of these certification programs. The person applying for these certificates must hold the title of tax collector or treasurer at the time the application is completed and submitted. All the requirements of the application must be met within a five year period prior to the date of the application.*

**2. Tax Collector/Treasurer Re-certification**

*This certification process is the next step after receiving the first certificate either as in the capacity as tax collector or treasurer. Applicants must apply for the re-certification prior to the original certificate expiration date. The re-certification application must be submitted within six months of the expiration of the initial certificate. Applicants must show proof of attendance of different classes than was submitted with the first certification program.*

**3. Associate Tax Collector/Treasurer Certificate**

*This certificate will be issued to all applicants who apply for the tax collector or treasurer certification process, but does not hold the actual title of tax collector or treasurer. Those elected or appointed positions could be any other position named by the municipal government that the applicant is employed. Examples include: finance clerk, finance director, customer service representative, etc.*

**4. Lifetime Certificate**

*The applicant for this certification program must have held the position of tax collector or treasurer for fifteen years, must have applied for re-certification at least twice prior to the lifetime certification application process, and must meet other requirements as outlined on the lifetime certification application form. There will be no associate certificate issued for the lifetime certificate.*

**All certificates issued by the MMTCTA for certification will be valid for a period of five years (excluding the lifetime certificate). If the next step in the certification process is not taken, the applicant must begin again.**

**Filing deadline: March 15<sup>th</sup>.** *The MMTCTA annual conference is held each year in May. All certificates will be issued at the annual conference.*

PLEASE SEND APPLICATION AND ACCOMPANYING CERTIFICATES TO:

Joan Kiszely for MMTCTA  
Maine Municipal Association  
60 Community Drive  
Augusta, ME 04330